

**NAVAL REACTORS DOE DIRECTIVE IMPLEMENTATION BULLETIN  
243.1-115, REVISION 1**

Consistent with the Naval Nuclear Propulsion Program (NNPP) overall concept of operations, the following provides specific implementation guidance for U.S. Department of Energy (DOE) O 243.1 (Series), RECORDS MANAGEMENT PROGRAM, for activities under the Director's cognizance.

1. DOE O 243.1 (series) has an exemption; however, it is NNPP practice to apply the provisions of DOE Orders to the extent they are appropriate and consistent with Program practices. Accordingly, Naval Reactors Headquarters (NR HQ) and the Field Offices shall implement DOE O 243.1, subject to the following modifications:
  - a. The requirements delineated in the Order are carried out by the NNPP in accordance with existing Program policies and practices, except as follows:
    - (1) Section 4.a.(2) – Maintain and dispose of Federal records in accordance with National Archives and Records Administration (NARA)-approved records disposition schedules. Request approval of disposition authorities from NARA for all unscheduled records via NR HQ. Apply disposition schedules in accordance with applicable Federal regulations found in 36 Code of Federal Regulations, Subchapter B, Records Management.
    - (2) Section 4.a.(3) – Preserve records beyond their approved retention periods when they have been placed under a destruction moratorium for purposes of audits, litigation, Freedom of Information Act appeals, and similar obligations. A destruction moratorium shall be lifted only by the Departmental Records Officer, in coordination with the DOE/National Nuclear Security Administration Office of General Counsel, or an Office of Chief Counsel with the concurrence of NR General Counsel. A destruction moratorium placed by NR HQ or Department of Navy without the involvement of DOE shall be lifted by NR and/or Navy only and does not require DOE General Counsel concurrence.
    - (3) Section 4.a.(5) – Ensure that departing employees identify and transfer any records in their custody to an appropriate custodian or the person assuming responsibility for the work.

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- (4) Section 4.a.(6) – Identify and arrange for NARA appraisal and transfer of permanent Federal records after NR approval. Transfer of permanent ownership to NARA, with NR approval, will occur at a minimum of 80 years after records creation.
- (5) Section 4.a.(9) – Conduct internal evaluations of records management programs and practices, including cost effectiveness, at least every three years.
- (6) Section 4.b. – Implement an NR Program electronic records management application (RMA) certified to Chapter 2 (Mandatory Requirements) of the Department of Defense Standard DoD 5015.02-STD, "Electronic Records Management Software Applications Design Criteria Standard." Until an NR Program electronic RMA is fully implemented, maintain records in hard copy. Records that cannot be practically maintained in hard copy due to volume or unstructured data output may be kept electronically and reside on their host systems (e.g., documentation generated from systems such as Enterprise Business System, Human Resource Management System, or Next Generation Advanced File Manager). These records shall be identified on the Records Inventory and Disposition Schedules (RIDS) as exceptions to the requirement and must be protected consistent with standard Federal guidelines and practices. NRLFO and Prime Contractor requests for exceptions to hard-copy record maintenance must be made in writing and approved by the NRLFO Records Officer (RO). The exception requests shall identify what controls will be placed on the records to protect their integrity.
- (7) Section 4.b.(4) – Until an NR Program RMA is fully implemented and the ability to manage e-mail records exists, print e-mails identified as records as well as their attachments and metadata (including name of the sender and all addressees and date and time the e-mail was sent and/or received).
- b. Section 5 – Responsibilities: The duties and responsibilities delineated in DOE Order 243.1 for various DOE HQ components are carried out by preexisting NR policies and procedures; therefore, Section 5 of the DOE Order does not apply. Additionally, NR HQ is responsible for:

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- (1) Reviewing and forward Requests for Disposition Authority (SF 115s) to NARA, including any legal requirements.
  - (2) Approving the transfer of Permanent NNPP record ownership to NARA.
  - (3) Providing technical input and approving the selection and implementation of an RMA, including any other electronic aspects of records management.
  - (4) Approving and forwarding Washington National Records Center (WNRC) Access Authorization Requests and New User Applications for NARA Federal Records Centers Archives and Records Centers Information System (ARCIS) to DOE for submittal to NARA.
- c. Section 8 – Questions concerning DOE Order 243.1B and the associated IB shall be directed to NRLFO.
- d. Attachment 1 – Contractor Requirements Document: Records management requirements for NNPP DOE contractors are implemented in accordance with the Contractor Requirements Document of DOE O 243.1 subject to the following modifications:
- (1) Section 1.e. – Obtain approval from the NR Records Manager and/or NRLFO RO, as appropriate, to:
    - (a) Request disposition authority for all unscheduled records
    - (b) Transfer records to commercial storage facilities
    - (c) Transfer records to the custody or possession of another Federal agency
  - (2) Section 1.k. – Provide NRLFO RO, with an electronic copy of the Prime Contractors' current vital records inventory on an annual basis.
  - (3) Section 1.n. – Prime Contractors will maintain copies of vital records and destroy vital records per the RIDS.
- e. Attachment 2 – Definitions:

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- (1) Capital Planning and Investment Control (CPIC) - Naval Reactors does not use CPIC. BMPC will execute this responsibility per the latest version of NR Implementation Bulletin 413.3-109 and NR Procurement Memorandum #45.
- (2) Definitions of "Departmental Records Officer" and "DOE Elements" do not apply within the NNPP and are replaced by responsibilities defined in 1.b. of this IB; therefore, paragraphs 6. and 8. of Attachment 2 should be disregarded.

2. Submit requests for waivers and exceptions to specific requirements of DOE Order 243.1 or this bulletin through NRLFO to NR HQ for review and approval.

3. NRLFO will provide oversight of the implementation of this DOE Order with additional oversight provided by NR HQ.

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